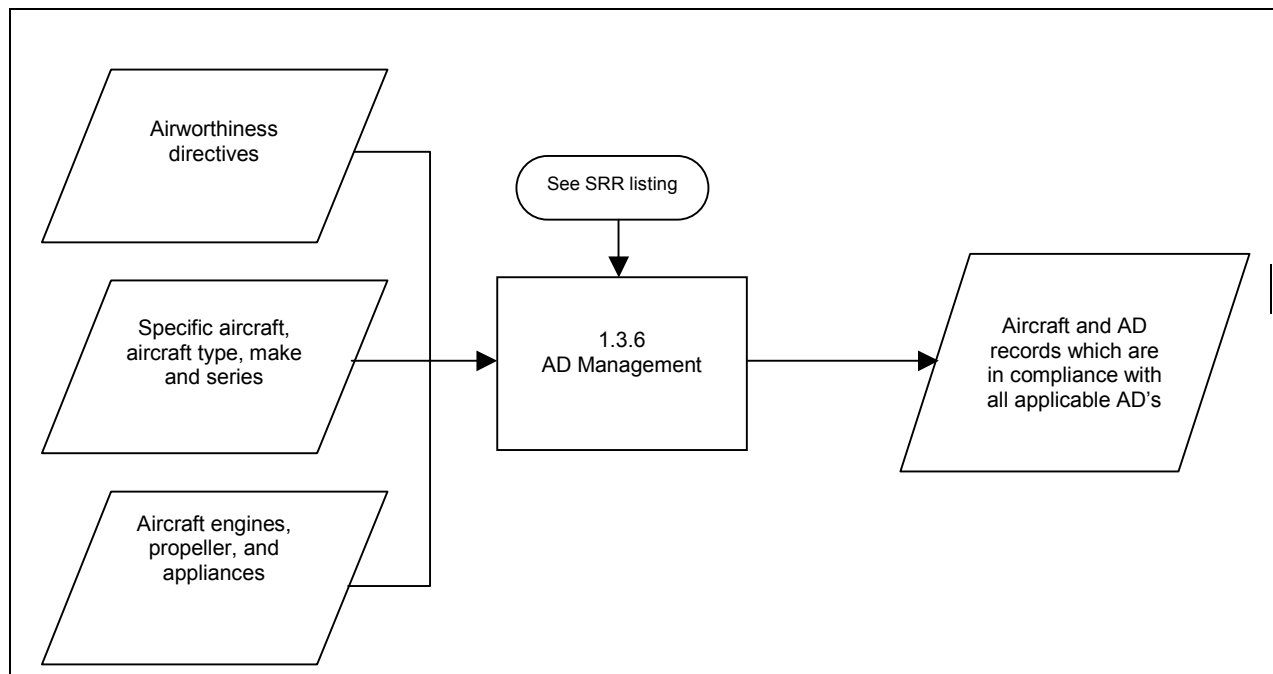


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 1.3.6 AD Management

**Purpose of this Element** (Air Carrier's responsibility): To ensure compliance with Airworthiness Directives (AD's).

**Objective** (FAA responsibility): To determine if the Air Carrier follows its AD Management policy and procedures.

**Inputs:**

- Airworthiness Directives
- Specific Aircraft, Aircraft Type, Make and Series
- Aircraft Engines, Propeller, and Appliances

**Outputs:**

- Aircraft and AD records which are in compliance with all applicable AD's.

**Performance Measures:**

- The Air Carrier's aircraft records indicate aircraft are in compliance with applicable airworthiness directives.
- Visual inspection indicates of aircraft that are in compliance with applicable Airworthiness Directives.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 39.3 Airworthiness Directives, General
- 121.380 (a) Maintenance Recording Requirements

## **Other CFRs and/or FAA Guidance:**

- FAA Order 8300.10, Volume 2, Chapter 71 “Evaluate FAR Part 121 Operator’s Maintenance Records”

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
<b>39.3</b>	To ensure that an air carrier does not operate any aircraft, engine, propeller, or appliance, contrary to the provisions of any AD's .	<i><b>Certification:</b> Airworthiness</i> <i><b>Surveillance:</b> Airworthiness</i>
<b>121.380 (a)</b>	To ensure that air carrier records contain specific information regarding: <ul style="list-style-type: none"><li>• Current status of applicable AD's by aircraft;</li><li>• Date and time compliance;</li><li>• Method of compliance; and</li><li>• Date and time of next required action.</li></ul>	<i><b>Certification:</b> Airworthiness</i> <i><b>Surveillance:</b> Airworthiness</i>

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 1 - RESPONSIBILITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the AD Management process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the AD Management process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the AD Management process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the AD Management process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the AD Management process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 2 – AUTHORITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the AD Management process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the AD Management process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the AD Management process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the AD Management process?	<input type="checkbox"/> YES      If yes, provide the name: <input type="checkbox"/> NO      If no, explain:
2. Does the person understand the procedures associated with the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the AD Management process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the AD Management process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the AD Management process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the AD Management process with appropriate personnel to gain an understanding of the procedures.
4. Observe the AD Management process to gain an understanding of the procedures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Do written procedures exist to achieve the desired result of the AD Management process:

*1.1 Do written procedures state that no aircraft will be operated contrary to the provisions of any AD? (SRR 39.3)*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.2 Do written procedures describe the method used to notify the Air Carrier of new and revised AD's? [SRR 121.380 (a), 39.3]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.3 Do written procedures describe how AD's are tracked? [SRR 121.380 (a), 39.3]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.4 Do written procedures describe how the following AD activities are performed: [SRR 121.380 (a), 39.3]*

*1.4.1 Evaluation for applicability; [SRR 121.380 (a), 39.3]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.4.2 Actions required for compliance; [SRR 121.380 (a), 39.3]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.4.3 Method of compliance (Engineering order/Engineering authorization); [SRR 121.380 (a), 39.3]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

# Safety Attribute Inspection (SAI) Job Aid

1.3.6 AD Management		
<b>SECTION 3 – PROCEDURES ATTRIBUTE</b>		
1.4.4 Scheduling of people, parts, materials, and aircraft; [SRR 121.380 (a), 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4.5 Accomplishment of AD's ; [SRR 121.380 (a), 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4.6 Recording of AD compliance; and[SRR 121.380 (a), 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4.7 Method for records maintenance and retrieval? [SRR 121.380 (a), 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Do written procedures provide detailed instructions for outsourcing AD's relative to compliance and documentation? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Do written procedures define alternate means of compliance, including method of obtaining approval, processing, and identification of method of compliance on all related documentation? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Do written procedures describe the method of identifying AD's by number and revision number in the inspection work forms or in other work documents? [SRR 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 Do written procedures describe the method for handling of Emergency AD's?[SRR 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations?)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the air carrier have the resources to support the written procedures for the AD Management process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### **SECTION 3 – PROCEDURES ATTRIBUTE**

- |  |  |
|--|--|
| 7. Are the procedures published in different manuals relating to the AD Management process consistent?                         | <input type="checkbox"/> YES <b>If no, explain:</b><br><input type="checkbox"/> NO |
| 8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the AD Management process? | <input type="checkbox"/> YES <b>If no, explain:</b><br><input type="checkbox"/> NO |



# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the AD Management process to ensure a desired result is achieved.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the AD Management process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the AD Management process with appropriate personnel to gain an understanding of the controls.
4. Observe the AD Management process to gain an understanding of the controls.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following checks and restraints built into the AD Management process:

1.1 Does the air carrier have a method to continue to track non-applicable AD's for changes to applicability? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the air carrier have a method for compliance with one time AD's? [SRR 121.380 (a), 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the air carrier have a method for compliance with recurring AD's? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Does air carrier have a method for determining that an outsourced AD compliance program is in compliance with the Manual? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Does the air carrier identify AD's that are complied with by alternative means? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Does the air carrier verify that ADs that are complied with by alternative means have FAA approval? [SRR 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the air carrier require that AD's are identified including revision number in work documents (e.g., inspection work cards/forms)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 4 – CONTROL ATTRIBUTE

1.8 Does the air carrier have a method for scheduling the people, parts, aircraft, and facilities necessary to accomplish the AD's prior to exceeding the AD's limitations (e.g., calendar, cycles, hours) of the AD? [SRR 39.3]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.9 Does the air carrier have a tracking system for AD compliance and does it have an alerting mechanism for recurring AD's? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 Does the AD tracking system include a method to track products to which AD's apply, during parts swapping procedures (e.g., cannibalization)? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Does the AD tracking system track new and used parts entering the system for AD compliance? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Does the AD tracking system track AD compliance at outsourcing facilities? [SRR 121.380 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the checks and restraints ensure the desired result is achieved for the AD Management process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the AD Management process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the air carrier have the resources to support the checks and restraints for the AD Management process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the AD Management process, to identify and correct problems or potential problems.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the AD Management process.
2. Discuss the AD Management process with appropriate personnel to gain an understanding of the process measures.
3. Observe the AD Management process to gain an understanding of the process measures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. <Deleted>

2. Does the air carrier's AD Management process include the following process measurements:

2.1 The Air carrier audits aircraft and aircraft records to ensure internal AD compliance is accomplished in accordance with the manual

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2.2 The Air carrier audits aircraft and aircraft records to ensure that any outsourcing of AD compliance is accomplished in accordance with the manual

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES    If no, explain:  
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES    If no, explain:  
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES    If no, explain:  
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES    If no, explain:  
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the AD Management process?

☐ YES    If no, explain:  
☐ NO

8. Does the air carrier have the resources to support the process measurement for the AD Management process?

☐ YES    If no, explain:  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the AD Management process and the other element processes within the air carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the AD Management process.
2. Discuss the AD Management process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the AD Management process to gain an understanding of the interfaces.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following interfaces identified for the AD Management process:

1.1 Aircraft Airworthiness Requirements (Element 1.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Records and Reporting Systems (Subsystem 1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Major Repairs and Alterations (Element 1.2.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Maintenance Log/Recording Requirements (Element 1.2.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 RII (Element 1.3.4)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.6 AD Management

### SECTION 6 – INTERFACES ATTRIBUTE

1.9 Engineering/Major Repairs and Alterations (Element 1.3.9)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.10 Material Control/SUP (Element 1.3.10)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.11 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.12 General Maintenance Manual/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.13 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.14 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.15 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.16 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the AD Management process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO